

**LOUDOUN VALLEY HIGH SCHOOL
HOME OF THE VIKINGS
STUDENT AGENDA 2015-16**

340 N. Maple Avenue
Purcellville, Virginia 20132

Susan A. Ross – Principal
Samuel C. Gross – Assistant Principal
Antonio S. DiBari – Assistant Principal
Nicole K. Herndon – Assistant Principal
Jeannine Cummings – Guidance Director
Kris Kelican – Athletic Director
Ryan Barden – Assistant Athletic Director

IMPORTANT PHONE NUMBERS

Main Office	540-751-2400
FAX	540-751-2401
Guidance	540-751-2407
Guidance FAX	540-751-2408
Absentee Line	540-751-2402
Athletic Department	540-751-2410
Athletic Hotline	540-751-2411

www.lcps.org/lvhs

Disclaimer

School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state, or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others.

Name: _____

If found, please return to the Main Office.

\$5 replacement fee if lost.



Viking Bucket List

62 Essential Things To Do As A Viking

1. Attend Vikingfest
2. Introduce yourself to Ms. Ross
3. Attend a cross country meet or golf match
4. Visit the school store
5. Attend a football game
6. Show school spirit by participating in each day of events during Spirit Week
7. Join a club or team
8. Wear camo and orange
9. Help your class decorate for Homecoming
10. Attend or participate in Powder Puff
11. Help your class compete for the Spirit Stick
12. Go to Homecoming
13. Perform a random act of kindness for an underclassman
14. Be in the Jungle
15. Eat lunch outside in the Viking Courtyard
16. Learn the Viking fight song
17. Dress up for Halloween at least once
18. Go to a cheerleading competition
19. Own at least one item of Viking apparel
20. Go to a Valley/Woodgrove game
21. Attend at least one college visit in Guidance
22. Attend a volleyball game
23. Go to a Partner's Club dance
24. Donate your time to a school or community service
25. Read *The Viking* newsmagazine
26. Go to a local restaurant before or after a school event
27. Attend a swim meet, wrestling match, or gymnastics meet
28. Donate to at least one food, clothing, toy, or blood drive each year
29. Attend or participate in an SCA-sponsored event
30. Participate in or attend the Veteran's Day assembly
31. Go to an away sports event
32. Attend a Friday morning coffee shop/café in the mixing bowl
33. Send a candy-gram to a friend
34. Take at least one Virginia Math League test
35. Have your picture taken with the Viking mascot
36. Attend a basketball game
37. Attend a drama production
38. Make Honor Roll at least one quarter



Viking Bucket List

(Continued)

39. Attend a concert presented by the music department
40. Participate in Senior Teach Day
41. Use a Promethean pen to write on at least one Promethean board
42. Read at least one book listed on the "Battle of the Books" list
43. Make a positive contribution by either preparing for a visit with or traveling to one of Valley's sister schools (i.e., Jamaica, China, Germany, or Hungary)
44. Decorate someone's locker for his/her birthday
45. Pass Driver's Ed
46. Buy chocolate from the Music Department
47. Play in a teacher vs. student competition
48. Attend a baseball or softball game
49. Help to maintain the indoor/outdoor "gardens" at Valley
50. Submit an answer for a "Library Trivia Question of the Day"
51. Get to know your guidance counselor and discuss a post-graduation plan with him/her.
52. Attend a soccer game, lacrosse game, track meet, or tennis match
53. Experience a class outside (i.e., water wheel, in the field or trail, field day)
54. Participate in the LVSI Sleep-in
55. Sit on the senior benches as a senior
56. Be interviewed for the school newspaper, yearbook, or DVD
57. Tell at least one teacher how much you appreciate him/her
58. Participate in Valley's Annual Elementary Science Field Day
59. Attend Prom
60. Walk the Chapman/DeMary Trail
61. Have your picture taken at your most memorable spot at Loudoun Valley
- 62. Graduate!!**

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WELCOME

Welcome to all Loudoun Valley High School Students!

We trust you will find your time here enriching and productive. Always keep in mind that our primary purpose is *LEARNING*. To get the most out of our educational opportunities, we all agree to:

1. Treat each other with respect,
2. Be where we are supposed to be, on time, with the materials we need,
3. Take responsibility for our learning,
4. Give our best effort in everything we do.

It is our belief that discipline in school is essential for providing an environment where there is a deep commitment to learning. You are expected to conduct yourself in a manner which allows ALL students to receive maximum benefits from the school experience.

The information contained in these pages is a resource that will help you be aware of school policies, procedures, and other general information. This handbook addresses the most frequently encountered school rules and regulations; but not every possible situation can be covered. You are expected to use good judgment and, if you are uncertain about what is or is not permitted; assume the responsibility to ask before taking action.

As we begin the 2015 – 2016 school year, we would like to offer a challenge to each of you. Make your time at Loudoun Valley High School some of the best years of your life! Get involved with clubs, sports, community service, and work hard to learn as much as you can. Look out for each other and understand how important it is to work together. Finally, recognize that you have so much to offer – you have unique skills that should be shared!

We look forward to working with you and are proud to be part of such a wonderful school. Together, we can make it continue to be the best!

The Faculty, Staff, & Administration
Loudoun Valley High School
2015-2016

MISSION

Our purpose at LVHS is to provide a safe, inviting and inclusive environment where we ensure that our students acquire an understanding of and ability to apply skills, demonstrate character and embrace attitudes necessary for a productive and positive life.

VISION

Our vision at LVHS is to become an exemplary community of enthusiastic life-long learners who inspire and empower each other to achieve excellence while embracing our journey toward informed and active world citizenship.

COLLECTIVE COMMITMENTS

At LVHS we each commit to the following for the purpose of accomplishing the mission and working toward the vision:

Model positive and productive attitudes as the foundation of each day's achievement by:

- greeting others warmly
- cooperating and collaborating
- being proactive
- being enthusiastic
- encouraging questioning
- being respectful, patient and accepting
- being responsible
- inspiring leadership
- encouraging everyone to do their best
- developing pride in self and school
- learning from mistakes
- being understanding and tolerant
- blending traditions with innovations

Maximize instructional practice by:

- engaging students in creative and active learning
- using all available resources
- incorporating a variety of effective instructional strategies that benefit all learners
- using various information sources to assess and reflect on teaching and learning
- actively seeking ways to incorporate new ideas
- collaborating with students and colleagues

Value positive interpersonal relationships and create an inclusive, collegial atmosphere by:

- being kind and joyful
- building and maintaining a supportive environment
- being available
- participating
- actively listening
- maintaining a sense of humor
- being empathetic, patient and respectful
- celebrating our successes
- acting with integrity
- embracing diversity
- being nurturing
- being passionate about the craft of teaching and learning

SCHOOL COUNSELING DEPARTMENT

(College Board No. 471803)

Phone: 540-751-2407

Fax: 540-751-2408

Counselors

A – D	Amanda Brown	Jeannine Cummings, Guidance Director
E – J	Charles Smith	Tami Godfrey, Guidance Secretary
K – P	Candala Grim	Shannon Baker, Guidance Secretary
Q – Z	Paul Hall	Linda Krone, Career Center Assistant

Office Hours

Monday through Friday 8:00 am to 5:00 pm
Tuesday evenings until 7:30 pm

The Counseling Department is designed to help you and your parents:

- make informed choices about high school courses,
- meet the many challenges of high school life,
- realize that your high school career relates to your future goals,
- understand the many post-high school career options,
- meet the Virginia graduation requirements, and
- assist you in planning and refining your four-year program.

*Friend us on Facebook at Valley Guidance
to keep up with the latest Guidance news!*

Stay on top of everything by joining us via text message. To subscribe, please text to 571-748-5493, your student's graduation year as follows:

Seniors text:	@lvh2016
Juniors text:	@lvh2017
Sophomores text:	@lvh2018
Freshmen text:	@lvh2019

SUPPORT PERSONNEL

Gloria Nicholson	Bookkeeper
Shannon Phipps	Attendance Secretary
Donna Motter	Secretary
Cindy Ashley	Secretary
Alicia Slook	Secretary
Nancy Nesselrodt	Nurse

GRADING SCALE

	<u>Grading Scale</u>	<u>Points Value</u>
A ⁺	98 – 100	4.3
A	93 – 97	4.0
A-	90 – 92	3.7
B ⁺	87 – 89	3.3
B	83 – 86	3.0
B-	80 – 82	2.7
C ⁺	77 – 79	2.3
C	73 – 76	2.0
C-	70 – 72	1.7
D ⁺	67 – 69	1.3
D	63 – 66	1.0
D-	60 – 62	0.7
F	0 – 59	0.0

LVHS LIBRARY MEDIA CENTER

Hours of Operation

Monday – Thursday, 7:30 a.m. to 5:00 p.m.

Friday, 7:30 a.m. to 4:00 p.m.

Cathy Eckersley	Librarian
Dee Morris-Young	Librarian
Michelle Herwig	Library Assistant

The LVHS Library provides curricular and personal interest materials for our students and staff. Our resources include over 15,000 books, more than 300 e-books, and millions of articles and books through the databases. Students can use the online resources from home, but they must pick up the library's brochure which lists the user ids and passwords. The library also sponsors a Vision course (enrollment key = library), which provides lessons, passwords and other materials.

Library Access

Students may come to the library before and after school without a pass. Students must have a pass to come to the library during school hours, from either their classroom teacher or their study hall teacher. Lunch passes are available from the lunch duty teacher. Students may come to the library during most Activity Periods, but they must pick up a pass from the library anytime Monday through Friday morning, prior to the tardy bell on Friday. All students on passes must sign in and out at the circulation desk when they enter and leave the library.

Computer and Network Policies

All students must abide by the LCPS Computer Acceptable Use Policy.

Circulation Policy

Regular books may be checked out for two weeks. Reference books and books on reserve for classes may be checked out at the end of the day for overnight use only, and must be returned before the tardy bell on the next school day. Back issues of magazines circulate for seven days; current issues do not circulate. Students use their student ID number to check out books. Up to twenty-five items may be checked out at one time; students may check out up to 4 books on any one topic. Students who have any overdue items may not check out additional items until they either turn in their overdue books or bring those books in to the library to be renewed. Books may be returned before, during, or after school by putting them in the Book Drop on the front right side of the circulation desk (slot is located just below the sign-in book). Students are responsible for materials checked out in their name and are discouraged from checking out items for other students.

Fines/Lost Books

There are no charges for overdue materials, but students with overdue books are not allowed to check out any additional materials. Students who have significantly overdue books may face the loss of privileges, such as parking passes. Students are responsible for paying for the replacement of any library books that they have lost. Once the library has ordered a replacement copy (or its equivalent), the student will not be entitled to a refund if s/he subsequently finds the library book. Students who do not return all of their library books by the end of the school year will have a deficiency for the missing titles placed in their record.

Copy Machine

A copy machine is available for our patrons' convenience. There is a ten cents per side charge for copying materials. We remind our patrons to observe copyright rules and laws.

STUDENT SERVICES

Buses

Safety is a top priority. All students are expected to abide by the regulations governing the riding of school buses. Students are to respect bus drivers and abide by all bus rules. Students who misbehave on buses may be denied the privilege of being transported on buses.

Students may not ride a bus to which they are not assigned without permission from the school. A special pass will be granted if the student presents a written request from a parent or guardian to the designated school official before 8:45 am.

Clinic

The school clinic is available for illnesses/emergencies which arise during school hours. A student must have a pass from their current period teacher to visit the clinic unless there is an emergency.

If a student is running a fever over 100 or feeling ill before coming to school, please consider staying home. A student may only spend 30-40 minutes in the clinic resting. After that time has expired and a student is too ill to return to class, a parent or guardian will be called for permission to go home.

Students **MUST** have an **emergency form** filled out and signed by their parent or guardian, which provides necessary information for treatment or care. Without this signed form on file, clinical services will be very limited. If a student is transported to a medical facility for additional care, this emergency form is sent with them, which may help to speed up needed care.

Medication Policy

If your child has any significant medical needs, please notify the nurse even if the school has been notified in previous school years. If your child has asthma, diabetes, seizures, life-threatening allergies, or other medical conditions — pick up forms for you and the physician to complete. Forms are also available on

our webpage: www.lcps.org/lvhs Under Quick Links, click on Medication – Forms.

A parent or guardian must deliver any medicine (prescription or non-prescription) to the school office or clinic. Students may not transport any medicine to or from school. Parents are responsible for picking up any unused medicine. If the medicine is not picked up by the last day of school, it WILL be discarded. Medication cannot be stored over the summer.

The nurse must have written instructions from the physician in order to administer **prescription medications**. These should include:

- student's name,
- name and purpose of the medicine,
- dosage and time of administration,
- possible side effects and measures to take if those occur,
- end date for administering the medicine,
- parent signature giving permission to administer medicine and to contact physician, and
- physician's signature.

There is Medication Form which must be completed and signed. Copies of the form are also available in the school office and on the school website.

All prescription medicine must be in the original pharmacy bottle with the proper label containing the name of the student, medication, dosage, and instructions for administration. If you ask, the pharmacy will give you an extra bottle with the proper amount of medicine for school.

If **non-prescription medicine** is to be administered:

- it must be in an original package with the name of the medicine and instructions;
- the nurse must have a note from the parent stating the dosage and when the medicine is to be administered; and
- the nurse will only give the dosage listed on the package for your child's age and weight for the recommended length of time unless she has doctor's orders on a medication form stating otherwise.

Food Services

Breakfast and lunches are available in the cafeteria. <http://www.lcps.org/Page/1863>

Breakfast \$2.10 Lunch \$3.10

Hall Passes

Students will not be in the halls without a pass. In most cases, the hall pass will be in the student's agenda where the date, time and teacher issuing the pass are recorded. Teachers releasing students from a class must issue a pass showing date, time, teacher and destination.

Lockers

Students are responsible for the locker initially assigned to them and are responsible for keeping the assigned locker clean both inside and out, and to pay for any damage to the locker. The school is not responsible for lost or

stolen property or money kept in lockers. Lockers are school property and may be searched when necessary to ensure safety and enforce school and district policies. Students are not to share lockers or combinations. Only one student per locker.

School Store

The school store is open before school in Room 102. It offers a wide range of school supplies, spirit products, and Viking attire.

STUDENT RESPONSIBILITIES

Behavioral Expectations

Loudoun Valley students are expected to behave properly at all times during the school day and at functions before and after regular school hours.

Tips on how to avoid a discipline referral:

- If you should have a strong disagreement during a class, follow the teacher's direction, but arrange to speak with him or her privately after class.
- If you are experiencing difficulty in a particular class or situation, speak privately with the teacher and voice your concerns in a respectful manner.
- Use the resources of your guidance counselor or assistant principal if you are experiencing a communication or behavioral problem.

SCHOOL BOARD POLICIES

Students are expected to abide by all School Board Policies. A copy of the Student Rights and Responsibilities and special notices with complete detailed policies is available on the school website under the Site Shortcuts drop-down menu. Parents are expected to review these thoroughly with their students, especially those pertaining to substance abuse (8-36) and weapons (8-32) where violations may result in expulsion from school.

Substance Abuse

Loudoun Valley High School has a zero tolerance for substance abuse and strictly enforces School Board Policy (8-36) which states:

Students are strictly prohibited from possessing, distributing, using or being under the influence of any drug (including anabolic steroids), any chemical substance that affects the brain or nervous system, or any substance represented to be or believed to be a drug or chemical substance that affects the brain or nervous system, or from possession of any drug-related paraphernalia while under school authority. Students are expected to cooperate with school personnel who are investigating violations of the drug policy, including acceptance of school personnel's right to conduct reasonable searches of students' personal belongings in accordance with Policy 8-2 of the policies.

Failure of any student to permit such reasonable search will be considered in defiance of school authority and may result in involuntary transfer, long-term suspension, or expulsion from school. Publication of other printed matter which advocates the use of illegal drugs or the abuse of legal drugs, or which portrays such use or abuse as socially acceptable behavior, or which advertises the sale of counterfeit or “look-alike” or “act-alike” drugs or drug-related paraphernalia are prohibited from sale or distribution on school property. Any student selling or distributing such matter on school property shall be subject to school discipline.

Weapons Policy

The School Board Policy (8-32) regarding weapons is very strict. Possession or use of a weapon by a student while under the control or supervision of school system personnel is prohibited. The term “weapon” includes an instrument or device which, by its design or use, is capable of causing injury, harm, or threat of injury or harm to the physical well-being of another person.

Alcohol Abuse

Students shall not possess, distribute, use or be under the influence of alcohol, alcoholic beverages, or any liquid or solid containing alcohol or alcoholic beverage capable of being consumed, on school property, including school buses, or during any school-sponsored activity at any time.

GENERAL RULES AND REGULATIONS

Any violation of the following policies may result in such disciplinary action as detention, in-school restriction or out-of-school suspension, as determined by the administration and based on School Board policy, Loudoun Valley High School policy, and the exact nature of each rule’s violation.

Cell Phones

Students are prohibited from operating cell phones and other communication devices during class time. These devices will be confiscated if students violate this policy. Violations will require a parent to pick up the device and possible disciplinary action. The school is not responsible for phones that are lost or stolen. Students may use cell phones before and after school, between classes, and at lunch.

Cheating

Students are expected to do their own work on all work assigned to be done on an individual basis. Any student who steals or uses with consent the work of another student, as well as the student who assists or allows this, are each guilty of misrepresentation of the truth, and both students may be subject to penalty. Parents will be notified of any incidents of cheating. Continued cheating may result in a guidance/administrative referral. Please review the section on Plagiarism.

Dances / Prom

All school rules are in effect at all school functions, including school-sponsored dances and the prom. Dances are for current LVHS students (except those who are suspended) and their approved guest. Out-of-School Guest permission forms (available online) must be completed and returned to the Security Office by the specified date before the dance. The LVHS Security Office reserves the right to deny approval.

Your LVHS identification card will be required for admission to the dance. Only one guest will be permitted, and you must enter the dance together. Guests must be in the ninth grade or above. Proper conduct is expected and required at these functions.

ALL DEFICIENCIES must be satisfied before you can purchase dance tickets.

Displays of Affection

Embracing, kissing, and other displays of affection are inappropriate in a school setting. Violation of this policy may result in disciplinary action.

Disruptive Behavior

Any physical or verbal disturbance, which interferes with teaching or with the orderly conduct of school activities, is prohibited.

Distribution of Non-School Related Materials

All non-teacher issued materials (leaflets, flyers, newspapers, magazines, posters) must be approved for distribution or display by the administration.

Dress and Grooming

Clothing appropriate for school is required. Any form of dress or appearance which is contrary to good hygiene, is a distraction or disruption, or presents a danger to the safety of students will not be permitted.

The following are examples of inappropriate dress:

- Clothing that exposes the chest, back, or buttocks (examples include halter tops, tops with spaghetti straps, tube tops and muscle tank tops).
- Shirts that expose the midriff or undergarments
- Skirts or shorts that don't meet the fingertip guideline
- Beach attire
- See-through clothing
- Dark glasses or sunglasses
- Clothing with rips or tears in inappropriate places
- Hats, caps, or visors
- Bandanas, scarves, or similar coverings worn as head gear
- Chains
- Bare feet – some form of shoes must be worn.
- Undergarments worn as outer garments
- Clothing with improper, suggestive, obscene, vulgar, lewd or racial language
- Clothing which advertises illegal substances such as tobacco, drugs, alcohol
- Clothing that advocates the violation of any law or school policy

Hats and other head coverings must be removed upon entering the building during school hours. Chains and studded jewelry are not allowed in school.

Electronic Devices

Electronic devices are not to be used at Loudoun Valley High School during inappropriate times. The appropriate time for electronic use is before/after school, during lunch, and during class changes. Students violating this rule will have the device confiscated and placed in the security office. A parent will be notified to pick up the device. Students may also be subject to disciplinary action. The school is not responsible for devices that are lost or stolen.

Field Trips

All school rules apply during school-sponsored events. Students use the transportation provided by the school unless the sponsor has made alternate arrangements. An administrator must approve any exceptions.

Fighting, Assaults, Threats

Intentionally striking, shoving, throwing objects at, blocking passage of, or otherwise physically intimidating a student, staff member, or visitor are actions which are strictly forbidden. This includes written, verbal or computer-generated threats. Students involved in such incidents will face disciplinary action, including suspension.

Forgery

Signing another person's name to a document or misrepresenting one's identity on the telephone are attempts to defraud the school. Students found guilty of such offenses will face disciplinary action.

Gambling

Any event, action or statement, which relies on chance for the monetary advantage of one participant at the expense of others, is prohibited.

Harassment / Bullying

Harassment may include verbal abuse and/or any persistent action that prevents an orderly and peaceful learning experience for an individual. The conveying by gestures, notes, electronic mail, or verbal comments with the intent to intimidate, to cause harm or to deprive the rights of a student, a staff member or a visitor is forbidden. LCPS uses a standard threat assessment protocol to evaluate this and other threatening types of behavior.

Inappropriate Literature

The possession and/or distribution of literature or illustrations which significantly disrupt the educational process or which are obscene are prohibited.

Initiating a Disruption

Students are not to create, attempt to create, or cause others to create public violence.

Plagiarism and Dishonesty in Work

The work of a student reflects directly on his/her own character. When submitting any assignment, the expectation is that students hand in work that has been completed individually. The LVHS community prides itself on an honor code when completing an assignment. Colleges and other professional settings value honesty in work; character is integral to your future success. Incidents of plagiarism will result in a grade penalty, parent contact, and/or guidance / administrative referral.

Refusal to Identify Self

All students must, upon request, identify themselves to school employees in the school building, on school grounds or at school-sponsored events. Failure to do so will result in disciplinary action.

Stealing

Taking or attempting to take another person's property or money through force, intimidation, threats, or other means is punishable by suspension. Theft of school property will result in suspension and possible referral to the Superintendent and law enforcement authorities.

Technology Use

Respect for and care of computer equipment is essential to provide working access for all. Plagiarism, invasion of privacy, unauthorized access, copyright violations, damaging, modifying or attempting to modify computer files or

systems are grounds for disciplinary action and possible legal action. All students must sign the Acceptable Use Policy before receiving computer access at school.

Phone Calls, Messages, Gifts, Deliveries

Telephone calls from parents or guardians should be made to the main office. Messages from parents / guardians will be delivered to students as soon as it is possible. Calls from any other person generally will not be accepted. Please do not bring in food from restaurants during the school day.

Deliveries for students cannot be accepted. Items such as flowers, balloons, etc, should be sent to the student's home, not the school. The Main Office staff will not sign for or accept these items. Food items from local vendors will not be delivered to students.

Verbal Abuse

Cursing or using abusive language including remarks intended to demean a person's race, religion, sex, national origin, handicapping condition, or intellectual ability, is not tolerated and may result in disciplinary action.

BUILDINGS AND GROUNDS

In order to provide a safe, clean environment in which all students can work and play, it is essential for students to take pride in their school. This includes the building and the grounds around it. Each of us has a responsibility to take an active part in maintaining the attractiveness and cleanliness of the school.

Building Hours

School hours are 8:55 am to 3:45 pm. Students are to be supervised at all times while on campus. Any student involved in before or after school activities – including such things as open gym – must meet with the supervising adult and understand, agree to, and follow the expectations, guidelines, procedures, and / or requirements involved in that activity.

Loitering

Students are to leave school grounds immediately after school is dismissed and may not return except for a school-sponsored activity. Students may remain in the building after school hours for activities only if under the direct supervision of a staff member or a coach.

Loitering in or around the school by outsiders is strictly forbidden. It is each student's responsibility to report any infractions of this regulation.

Cafeteria

Students are expected to take pride in their cafeteria and are responsible for cleaning up after themselves and properly disposing of their trash. Students are expected to report directly to the cafeteria and remain there during the entire lunch period unless they are given a pass from the duty teacher. Eating in the halls is prohibited.

Food and Drink

Food or drink may only be consumed in the cafeteria. Any food or drink items found in hallways or other classrooms may be confiscated. Students may be allowed to have water bottles in classrooms at their teacher's discretion. At no time should there be open containers of any kind in the hallways.

Restrooms

Students should try to use the restroom during the change of classes. If students must go to the restroom during a class period, they must present their agenda for their teacher's signature. Students are expected to return to class promptly. It is important that students help to maintain clean restrooms and to properly dispose of personal items and trash. Remember – No smoking anywhere on school property, (which also includes electronic smoking/vape devices).

Vending Machines

Vending machines are provided for student use after school. Students are not allowed to use vending machines in teacher workrooms at any time.

Vehicles and Parking

It is recognized that students are under the authority of the school while driving to and from school and are subject to all school rules during this time. Automobiles driven to school and parked on school property must be registered in the Main Office and must have a parking permit, which costs \$200 per year or \$100 per semester, displayed on the rear view mirror. This price will remain in effect the entire school year; it will not be prorated if a permit is purchased late in the year. Upon arrival, drivers and passengers are to enter the school immediately; there is to be no loitering in the parking lot or vehicles. Being in the parking lot during the day, without the permission of an administrator, is prohibited. Students must park in their assigned parking spot or face disciplinary action. At no time should students park in the visitor parking spaces.

Visitors

Loudoun Valley High School is a closed campus. All visitors to the school must have an appointment with a teacher or administrator, enter the building at the front entrance, and sign in at the main office. After signing in, visitors will receive a visitor's pass. Student visitors are not permitted.

ATTENDANCE

Students of school age have a right to a free public school education, and they have a responsibility to attend school. Regular attendance is essential if students are to benefit fully from the educational opportunities provided for them. Unless excused by their principal, students are expected to be in school and on time every day. Appropriate disciplinary measures may be taken against students who fail to accept this responsibility.

The General Assembly of Virginia has recognized the importance of regular attendance by enacting a compulsory attendance law for students under the age of 18 years. This law requires parents or guardians to see that their children attend school for the same number of days and hours that school is in session and it provides penalties for failure to do so. Penalties are also provided for anyone, including other students, who encourages or induces students to be absent or who employs or harbors a student who should be in school. The School Board employs attendance officers who are authorized and required to file a petition in the Juvenile and Domestic Relations Court to obtain compliance with this law. These same rules apply to students who are chronically tardy to school.

Recognizing that there are legitimate circumstances that prevent students from being in school, the School Board has provided that principals shall excuse students who are absent because of the reasons listed below. Notification and appropriate documentation must be provided by the parent for:

- personal illness,
- death in the family,
- medical or dental appointments,
- court appearances,
- and religious holidays.

Principals are also authorized to excuse students who are absent because of illness in the immediate family or emergencies that, in the judgment of the principal, require a student to be absent, or trips that extend or enhance a student's education, when such trips are approved in advance by the principal.

When a student is absent, parents need to call the Absentee Phone-In number at **540-751-2402** by 9:30 am. Students may not call themselves in as absent, including students 18 years of age or older. For your convenience, this is a 24-hour answering machine. If a parent forgets to call on the day of the absence, the school will make a reasonable effort to contact you to verify the absence. If phone contact is not made then you must send a note with your student on the day he / she returns to school. Please provide doctor's notes every time your child sees a doctor so that we may keep them on file. This pertains to absences and tardies. Without a phone call or a note from the parent to confirm the absence, it will be considered unexcused and disciplinary action may be taken. Leave the following information: Student's name, your relationship to the student, student's grade, and the reason for the absence.

Tardy To School

Students are expected to be on time for school each day and for each of their classes during the day.

By Virginia State Law only the following are valid reasons to be tardy: medical or dental appointments, illness, judicial, or death in immediate family. In order for a tardy to be excused, a student's parent/guardian must call in the tardy or send in a note with the student. A parent note or call in will NOT excuse a medical, dental, or judicial appointment. The student must provide an official physician or court document in order for the tardy to be excused.

Students will be given an ID badge with their student number. When a student arrives late to school, he / she must check in with his/her ID badge at the tardy desk in the main lobby or the main office. If a student loses his/her badge, he/she must notify the attendance secretary at once for a replacement badge. A new ID will be issued at no cost. Any replacements thereafter will result in a fee. If a student fails to check in at the tardy desk; they are at risk of being marked absent and a phone call being made home indicating as much.

Students are allowed three *unexcused* tardies to school per quarter. Upon the fourth unexcused tardy, discipline will be assigned as follows:

4 th unexcused tardy	1 day ISR for the following day
5 th unexcused tardy	2 days ISR for the following days
6 th unexcused tardy	Straight to ISR for the day

Tardy To Class

Students are allowed three unexcused tardies to class per semester. When a student is late to class the fourth time during a semester, discipline will be assigned by an administrator.

Excessive Absences and Tardies

Prior to the start of each school year, parents of students with poor attendance histories and excessive absenteeism will receive a letter requiring a doctor's note for each absence. Students with excessive early dismissals and tardiness to school will also be required to provide a physician's note. If attendance does not improve and doctor's notes are not provided, disciplinary action will result.

Total absences are included in student transcripts to colleges and universities.

Administrative Leave

Administrative leave is defined as an excused absence for 3 or more days for trips and activities that are considered enhancement and reinforcement of the student's classroom learning. Administrative absences must be applied for at least one week prior to a student's absence and approved by the principal.

Administrative Leave Procedure:

- Parent completes Administrative Leave Form (available on the LVHS website under Administration – Attendance – Forms).
- Student routes Administrative Leave Form to teachers and returns the completed form to the Attendance Secretary.
- Attendance Secretary will submit the form to the principal for approval.
- Attendance Secretary will notify School Counseling and student of approval/disapproval.
- Counseling office notifies teachers.

Dismissals

Once a student enters school property, he is not to leave the property prior to the end of the school day without permission from the administration. A

student will not be released during the school day for personal errands. An early dismissal may be granted for personal illness, death in the family, medical appointments, court appearances, or religious holidays. A student wishing to leave school grounds for one of these reasons must present a note from his parent to the designated attendance official **before 8:45 AM**. The note must contain the student's name, ID number, reason and time of departure, destination, and the parent's telephone number. No notes will be accepted after 8:45 a.m. If a student forgets to present their note at the designated time; the parent must come in to sign out the student. **Under no circumstances will call-ins be accepted.** If a parent forgets to send a note in with the student, he/she must send an email to ValleyED@lcps.org, **fax a note, or come in to sign out the student.** All freshmen and sophomore students must have a parent/guardian come in to sign them out regardless of a note. Please bring a doctor's note upon your return. This is for the protection of your child, and the administration thanks you in advance for your cooperation. Failure to sign out prior to leaving will be considered truancy.

Students who are 18 years of age and wish to write their own notes must have a release letter from their parents on file with the school. Each early dismissal note written by an 18-year old student MUST BE APPROVED BY AN ADMINISTRATOR before 8:45 am.

ALL students are required to sign out in the Main Office before leaving the building and sign back in when returning.

Early Release

Students who have early release but are remaining at school for any reason must sign in at the Main Office to have their intended destination confirmed and a pass issued. Before leaving school, the student must sign out in the main office and surrender their pass.

Activities

Any student tardy to school or receiving an early dismissal for a medical, dental, or court appointment must present a note from that particular office upon return in order to participate in any extra-curricular activities that day. Students arriving after 9:15 am without this documentation will not be able to play or practice that day. Students receiving a clinic dismissal for illness during the school day will not be permitted to participate in after-school activities.

Make-up Work

Regular attendance and promptness are expected in all classes and are essentials of good performance of any job. Learning to participate in group discussions, developing an appreciation for the view and abilities of other students, and forming the habit of regular attendance to one's task are legitimate objectives of any course. Each student should be aware that attendance is part of his or her evaluation in each class. A student should

understand that excessive absences, whether excused or unexcused, will affect the class grade drastically.

It is the student's responsibility to get assignments and complete make-up work prior to returning to class whenever possible. With permission from the teacher, additional time to complete assignments may be given in special situations. When a student misses a previously announced quiz, test or project, it must be made up on the first day that the student returns to school. Failure to complete such make-up work within the time allowed may result in a failing grade for those assignments, tests or other work. Make-up work turned in within the time allowed will be graded on the same basis as other work. With block scheduling all students are encouraged to enlist a study partner to contact when an absence occurs. This is due to the amount of material presented during each class.

Semester Exam Make-up

Exam make-ups are for emergencies only. All make-up exams must be approved in advance by the administration. Please refer to the Loudoun County School calendar before planning trips or vacations.

Eighteen or Older

Virginia's compulsory attendance laws do not bind students who are 18 or older. They may be dropped from the rolls for various violations of school rules including poor attendance, behavior difficulties, willful violation or rules and regulations, lack of cooperation and lack of effort.

Eighteen year olds who choose to remain in school are expected to comply with all rules and regulations including attendance requirements. Early dismissals must be submitted to the designated attendance official prior to 8:45 am. All early dismissals and sign-outs require a legitimate reason and administrator approval.

DISCIPLINE

Discipline in the school is essential for having an environment in which all students may learn. Loudoun Valley High School students are expected to behave in a manner which allows them to receive maximum benefits from the school and which does not interfere with the education of other students. Punishment for disciplinary infractions may involve administrative detention hall, in-school restriction, out-of-school suspension, involuntary transfer, long-term suspension, or expulsion. In addition, students may be excluded from extra-curricular activities for violations of disciplinary policies.

Administrative Detention Hall

Generally students are assigned D-Hall to begin the following day. They are responsible for notifying their parents. A.M. and P.M. detentions take place in the Main Office before and after school. Lunch detentions are held in the ISR room. Students must study or read. NO talking or sleeping is permitted. No use of phones is permitted during detention or in ISR.

In-School Restriction

In-School Restriction (ISR) is held during the school day. A student will report to school as usual, but will report to an assigned area for the entire day rather than to regular classes. The student is kept under strict supervision and must fulfill the terms of a contract before returning to regular classes. Failure to abide by the terms of the contract will result in added time, suspension and/or referral to the Division Superintendent.

Per Virginia High School League rules, “Any athlete or manager serving suspension or in-school restriction for violation of school rules **will be ineligible to practice or play in a scheduled event on the day or days** he/she is serving the punishment.”

Suspension

Suspension is recognized as a serious form of punishment that may have serious consequences for the student. The School Board recognizes, however, the rights of citizens to be secure in their persons and to pursue their education in an environment conducive to learning. School administrators must enforce such laws, regulations and policies that prescribe student behaviors and must maintain an environment that protects the rights of all students and school personnel.

A student may be suspended by the Principal or his designee for behavior which interferes with the education of others, prevents the orderly operation of the school, threatens any individual’s physical well-being, or knowingly violates a rule for which the penalty is suspension.

Suspension Absences – Make-up Work

Students who are suspended have the opportunity to complete all assignments without penalty, provided the work is completed and turned in on the day the student returns to classes or on the date required by the teachers. The student is responsible for turning in all previously assigned work by class time on the day of his/her return. The student is responsible for arranging to make up any tests or quizzes missed.

ATHLETICS

Students in grades 9-12 are eligible to compete athletically for Loudoun Valley High School. To participate in an interscholastic sport, the following are required:

1. Student must be enrolled in a minimum of five (5) subjects for new credit.
2. Student must have passed at least five subjects for new credit the previous semester
3. Current updated VHSL physical on file
4. Medical emergency card on file
5. Loudoun County Training Rules
6. Any other LCPS form issued by the coach.

Student Athlete and Extra-Curricular Responsibilities

- To participate, you must arrive at school by 9:15 AM and remain all day, unless you have an excuse approved by the principal. Failure to be in school by 9:15 AM will result in the athlete not being able to practice or play that day or night.
- Know and abide by eligibility requirements, state and local rules and expectations. Leave nothing to chance – if in doubt consult sponsor, coach, guidance or athletic director.
- Report directly to athletic practices or activities.
- When returning from an event or practice, report directly to the coach or sponsor.

NOTE: For complete information regarding athletics and student athletes, refer to the Student Athletic Handbook.

Behavior at Athletic Events/Activities

Whenever you attend a school-sponsored function, you will be expected to set the best example of appropriate behavior. Loudoun Valley High School has a reputation for positive sportsmanship and audience courtesy. We expect you to continue this tradition. All school policies apply at all extra-curricular events.

Student's Name: _____

Date	Destination	Time Sent	Teacher's Signature	Time Returned

Student's Name:

Date	Destination	Time Sent	Teacher's Signature	Time Returned

Student's Name:

Date	Destination	Time Sent	Teacher's Signature	Time Returned

Student's Name: _____

Date	Destination	Time Sent	Teacher's Signature	Time Returned

ROOT OF THE WEEK

Week of	Holiday/Event	Root	Meaning	Example
Sept. 7	Labor Day	pon, pos, posit, pound	put, place	postpone, deposit, impound
Sept. 14		trop	turn	atrophy, endotrophic
Sept. 21		hyper	above	hyperactive
Sept. 28		trud, trus	push, thrust	intrude, protrusion
Oct. 5		omni	all, every	omniscient
Oct. 12	Columbus Day	circum	around	circumnavigate
Oct. 19		meta	across, change	metamorphosis
Oct. 26		morph	form, shape	metamorphosis
Nov 2		in-*	not	incapable, innocent
Nov 9		ven, vent	come	convention, intervene
Nov 16		torque, tort	twist, turn	torque, contort, distort
Nov 23	Thanksgiving	XXXXX XXX	XXXXXXXXXX	XXXXXXXXXX XX
Nov 30		loqu, locut	speak, talk	eloquent, locution
Dec. 7		bene	good	benevolent
Dec. 14		chron	time	synchronize
Jan. 4.		trac, tract	pull, draw, drag	trace, tractor
Jan.11		cur, curs, course	run	curtsey, cursor, courser
Jan. 18	Midterms/MLK	xxxxxxx x	XXXXXXXXXXXX xx	XXXXXXXXXXXX
Jan.25		anti- *	against	anticlimactic
Feb. 1		ante- *	before	antecede
Feb. 8		auto	self	autobiography
Feb. 15	Val/Presid.Day	capit, cipit	head	decapitate, capital
Feb. 22		morph	form, shape	metamorphosis
Feb. 29	Leap Year	annu, enni	year	annual, centennial
Mar. 7		vert, vers	turn	vertigo, converse
Mar. 14	St. Patrick's Day	spect	watch, look at	introspective

Week of	Holiday/Event	Root	Meaning	Example
Mar. 21	Spring Break	XXXX	XXXXXXXXXX	XXXXXXX
Mar. 28		mort	death	immortal
Apr. 4		contra, contro, counter	against, opposite	contrary, controversy,
Apr. 11		manu, main	hand	maintain, manual
Apr. 18		form	form, shape	conform, formulate
Apr. 25		sed, sid, sess	sit, settle	sedimentary, residue
May 2		flu, flux	flow	affluent, fluctuate
May 9	Mother's Day	cred	believe	credible
May 16		nasc, nat	born, birth	natural, renascent
May 23		fer,	bear, bring, go	ferry, transfer,
May 30	Memorial Day	memor	memory, remember	commemorate, memorial
June 6	FINAL EXAMS	XXXX	XXXXXXX	XXXXXXX

*Indicates a prefix or suffix. The rest of the roots are all bases.